

Download Catering Event Checklist Template Excel

15+ Event Checklist Templates – PDF, DOC. An event involves a lot of components & Plan Templates which need to be taken care of. Thus it's a very complex job to design an event from the scratch. Here comes the event planning checklist template. You can also see Maintenance Checklist Templates.5 Steps to Create a Catering Checklist Step 1: Comprehensive and Signed Contract. One of the first items for your catering checklist should be a detailed, signed contract. It should include your simple catering menu, a clear list of expected tasks, a break down of the day's events, etc. Once you have double checked your contract, it is important for you and your client to sign the final contract, which means that the contract is finalized by both the parties agreeing to all the terms and ...This Event Checklist template in word or excel format is used for making a checklist for arranging an event.The checklist can entail information about each and every respect of an event that needs to be arranged on a specific date and with a given amount of limited budget.1. Create an event planning checklist template. As you create your checklist, put all the items into a template. You can create your own in Microsoft Excel or Google Docs, or find a template online. You can also use a project management app, such as Asana or Podio, that let you work collaboratively with your event staff.